



PRIVACY NOTICE JOB APPLICANTS

When you submit by post, email or social media post a completed job application form or your curriculum vitae (“your application”) to the company, the data you provide us will be used only to assess your suitability for the advertised job vacancy you are applying for.

When applying for an advertised job vacancy we will inform you in writing whether you have been selected for interview or not.

A copy of your application will be circulated within the company to those employees involved in the recruitment process.

If you are selected for interview we may, in limited circumstances, involve an appointed specialist advisor in the interview process who will be provided with a copy of your application only for the purposes of assisting in the recruitment process and in accordance with our data protection policy.

If you are unsuccessful and not invited for interview or following interview not offered employment by the company, your application (in whichever form it has been submitted to the company) will be retained for 6 months following completion of the recruitment process and will then be disposed of confidentially. The recruitment process is deemed to have completed when a successful candidate for an advertised job vacancy has accepted the appointment in writing.

Where you are invited for interview, but unsuccessful in being appointed to fill the advertised job vacancy, in limited circumstances we may request your consent to contact you in the 6 month period before we dispose of your application to notify you of similar vacancies that become available so you can consider whether you may choose to apply.

As part of the recruitment process you will be requested to anonymously complete a diversity and equality form either online or in hard copy. This anonymous data is processed separately from your application and only used to create statistics to monitor and report on the effectiveness of our diversity and equality policies.

In a limited number of advertised roles, applicants selected for interview may be requested to complete an online candidate profiling assessment. Details of which will be provided and your consent obtained prior to you being requested to undertake this assessment.

Where professional and/or personal social media profiles are voluntarily included by you in your application, the company will not use information contained within your social media profile in the recruitment process unless your consent is confirmed.

The company does not encourage speculative approaches to the company for employment, unless it is from schools seeking work experience for students. If you are sending your application speculatively, the company will in most instances dispose of your application confidentially without acknowledgement. Otherwise it will process your application as detailed in this statement.

If you have any questions about the recruitment process or the contents of this privacy notice, please contact: join@hills-group.co.uk or write to The Human Resources department, Wiltshire House, County Park Business Centre, Shrivenham Road, Swindon, SN1 2NR.